

**NO FUNDS REQUESTED  
TRAVEL AUTHORIZATION**  
(To be turned in to Patricia in Room 0114)

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**Purpose(s) of Trip:** \_\_\_\_\_

\_\_\_\_\_

**Destination(s):** \_\_\_\_\_

\_\_\_\_\_

**Departure Date:**

**Departure Time:**

**Return Date:**

**Return Time:**

**Are you scheduled to teach a class during this time, and if so, how will the class be covered?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**In case of emergency, please leave a number or someone we can contact.**

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_